

OTE 87-6320

2 JUL 1987



MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

FROM:
Director of Training and Education

SUBJECT: Request for Approval to Incur
Expenses

1. Approval is requested to incur expenses allowed
for the cost of a working luncheon in the U.S. Senate Dining Room on
29 July 1987 for the OTE Executive Development Program SIS elective "CIA
and the Congress."

2. The luncheon is planned to be held in a Senate Dining Room. It
will be sponsored by a member of the Senate Select Committee on
Intelligence whose account will be billed for the cost of the luncheon.
We will need to reimburse this individual for the cost.

3. Attending the luncheon will be 25 SIS participants, five
members of the Senate Select Committee Staff, and two OTE Staff members.
A complete list of attendees by name will be forwarded when finalized.

4. I certify that the attendance of the participants listed in
paragraph 3 is considered essential to the conduct of official U.S.
Government business and that the function will facilitate the
accomplishment of the Director's duties and responsibilities.

5. The estimated cost of this function is \$512.00.



SUBJECT: Request for Approval to Incur Expenses

STAT

CONCUR:

[Signature] /s/ Henry P. Mahoney
Deputy Director for Administration

7/9/87
Date

STAT

STAT

10 JUL 1987
Date

Distribution:

Orig - Addressee (Return to D/OTE)

2 - DDA

1 - Ex. Dir.

1 - DCI/Admin

1 - DCI/B&F

2 - D/OTE (1 w/h)

1 - C/AD/OTE

1 - C/LDD/OTE

2 - C/EDS/LDD/OTE (1 w/h)

STAT

OTE/LDD/EDS (1 Jul 87)

ROUTING AND RECORD SHEET



SUBJECT: (Optional)

Request for Approval to Incur Expenses

FROM:

Director of Training and Education
1026 CofC

EXTENSION

NO.

OTE 87-6320

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
7D-18 Hqs.

2 JUL 1987

7-9-87

- for concurrence

2.

3. Executive Registry
7E-12 Hqs.

4.

5. Admin. Officer/DCI

7-10-87

6.

7. Budget & Fiscal Officer/
DCI

✓

- for certification

8.

9. Executive Director

- for approval

10.

11. D/OTE
1026 CofC

14 JUL 1987

⚡

1-11 - SO Memo this time
pls discuss this with
me (conceptually). I'll wait for
STARS return from 104. H

12.

13.

Jane - file

Copy of routing sheet given
to

14.

15.